

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	2/16/16	Meeting Date:	3/7/16
Contact Information:			
Requested by:	Travis Underhill		
On Behalf of Organization or Individual: Planning and Engineering Department			
Telephone:	736-3631		
Email address:	tunderhill@franklin.in.gov		
Mailing Address:	70 E Monroe Street, Franklin, IN 46131		
Describe Request:			
Street Light and Sign Request Form for the board's review and approval			
List Supporting Documentation Provided:			
BOW Street Light and Sign Request Form			
Who will present the request?			
Name:	Travis Underhill	Telephone:	736-3631

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

**Board of Works and Public Safety
Street Light and Signage Request Form**

Applicant is to complete first page of form, and return for internal city review to the Department of Planning and Engineering at 70 E. Monroe Street, or at mstjohn@franklin.in.gov. Internal review must be completed prior to being placed on the Board of Works and Public Safety Agenda.

Type of Request:

Please Check All That Apply

☐

Street Light Request

☐

Street Sign Request/
Revision

☐

Private Projecting
Sign Request

Contact Information:

Requested by:

On Behalf of Organization or Individual:

Telephone:

Email address:

Mailing Address:

Describe Request:

Attached:

Check all that are attached, additional may be required following Department Review

☐

Site/Construction Plans

☐

Location/Map

☐

Photos

☐

Miscellaneous: _____

Department Review

To be completed internally by applicable City Departments

Planning and Engineering Remarks**Street Department Remarks****Police Department Remarks****Fire Department Remarks**